MATERIALS SELECTION POLICY
INTRODUCTION

The East Hanover Public Library serves all citizens of the Township of East Hanover, a suburban community with diversity of age, educational attainment, cultural interest and ethnic background. A public library exists to meet the informational, cultural, recreational and educational needs of its community. The East Hanover Public Library provides books and other material to assist people of all ages, as individuals or groups, to fulfill these needs.

A. Objectives

1. The Selection Policy is intended to implement the general objectives of the Library.

B. Books and Non-Book Material

1. While this section refers primarily to books, the same criteria are to be applied to all books, pamphlets, periodicals, audio/visual, digital and other materials which are part of the Library's collection.
2. The criteria for selection of materials apply equally to both purchased and gift items.

C. Authority

1. Responsibility for selection of materials and maintenance of the collection lies with the Library Director and designated Staff Members. Ultimate responsibility is vested in the Library's Board of Trustees.

D. Criteria for Selection

1. Literary quality of the book as a whole
2. Permanent or timely value of the subject matter.
3. Educational, Informational, or Recreational Value of the subject matter.
4. Authority and accuracy of the material presented.
5. Significant need or want of the Library's patrons and of the community.
6. Format
7. Price
8. Opinions of others as expressed in such professionally approved sources.

E. Textbooks

Textbooks shall not be considered for purchase unless they fill a special need in the collection or are the best work available on a given subject.

F. Weeding

Due to space limitations, the Library collection undergoes continuous weeding of seldom used materials. The Library Director is responsible for the final selection of what is to be discarded. Factors considered in evaluating a title for discard are: subject coverage available in the collection, number of copies, age of material, physical condition, editions available, and circulation.

G. **Controversial Subjects**

1. In general, the Library will strive to provide a representative selection of books on all subjects of interest to its public.
2. Books will not be purchased which are written solely to trade on a taste for sensationalism or which are purely pornographic in intent.

H. **Children's Services**

1. The Library supports a strong Children's Service Collection striving to introduce young people to the world of literature through books, periodicals and audio-visual materials. An equally important function of Children's Services is providing materials to satisfy the informational needs of young people, particularly in relation to school assignments.
2. Standards applicable to adult books shall also apply when juvenile material is purchased.
3. Access of the collection by juveniles: The Library relies on parents to exercise any control they may desire with respect to material borrowed by their children. Of necessity, the collection is open to all borrowers, therefore, the Library cannot assume responsibility for loans made to minors.

I. **Review of Selection Decisions**

1. Library materials which have been chosen according to the aforementioned principles of selection will not be removed from the Library's collection solely at the request of any individual or group.
2. The Library purchases materials in a wide variety of subject areas representing a broad spectrum of viewpoints. Inclusion in the collection does not mean the Library endorses a particular viewpoint. The Library serves as a neutral institution whose function is to make these materials available for individuals to form an opinion.
3. The Library recognizes that censorship is a purely personal matter and declares that while all individuals are free to reject material of which they do not approve, they cannot exercise the right of censorship to restrict the freedom of others to read.
4. The Library will not reveal any Library records containing information on any patron and the Library material that he/she borrows. This information will only be made available when requested by a court order.
    a. a form is available and must be filled out by those who wish the Library to reconsider materials.
    b. whenever a request for reconsideration of Library materials is received, the materials involved shall remain available for circulation while the matter is being resolved.
    c. matters of reconsideration will be decided by the Library Director with input from the Library Board of Trustees.

d. The Library will oppose coercion on the part of any individual or group seeking to add books or other material to the collection, which are not acceptable according to the Library's Selection Policies.

The Library Board of Trustees endorses the Library Bill of Rights, the Freedom to Read Statement, and the People's Rights to Libraries.

Endorsed by East Hanover Public Library Board of Trustees